ORKNEY ISLANDS COUNCIL

Assistant Librarian

Orkney Library & Archive

At a glance:

Grade: H

Salary: As per advert

Allowances:

- Distant Islands Allowance
- Unsocial Hours 10%

Job Purpose:

To assist in the management of library services within the Orkney Library & Archive

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Assist in the management and development of the library service, liaising with the Team Manager on all Service operations and policy and supporting them in allocation and supervision of day to day work responsibilities for the Senior Library Assistants and Library Assistants

Manage the delivery of services to Children, Schools and Young People

Manage the delivery of the Bookbug programme, including visits to Schools at various locations across Orkney, including the outer islands

Line management of the Book Bug Co-ordinator, including responsibility for applying Council HR Policies and Procedures

Develop, implement and manage training programmes for staff

Organise and manage procedures for telephone enquiries and other administrative tasks such as appointments, finance, statistics, staff duty rotas – daily, holiday and sick cover

Oversee ordering and distribution of books and other media for appropriate subject areas. This will include classification and cataloguing to agreed principles, managing accession procedures and regular stock editing

Plan, manage, implement and assist in the Reader Development programme and other outreach functions including publicity and promotion via social media etc.

Assist in the management of lending procedures, reference enquiries and management of the Library Management System

Implement and manage national initiatives, as necessary

Deputise for the Team Manager, as necessary

Demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

Authorise orders and invoices from an agreed budget, being accountable for monitoring expenditure and responsible for cash handling at tills on issue desks

Requirement to use a range of computer packages, including Microsoft Office, Library Management Systems and public PC booking systems

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and Good Conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Degree or other SCQF Level 9 qualification in Library & Information Studies or equivalent
Professional Registration with the Chartered Institute of Library and Information Professionals (CILIP) or requirement to achieve this within one year of appointment
Experience of working in a public library or similar library environment
Working knowledge of cataloguing and classification
Previous experience of managing or supervising staff
Knowledge/experience of services to Children, Schools and Young People
Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service

Requirements of the Role

Disclosure/PVG:	PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No